

CONFERENCE INFORMATION REPORT  
FEDERAL RULE OF CIVIL PROCEDURE 16

CIVIL ACTION NO. \_\_\_\_\_

JURY TRIAL \_\_\_\_\_ NON-JURY TRIAL \_\_\_\_\_ ARBITRATION \_\_\_\_\_

SERVICE OF PROCESS MADE: \_\_\_\_\_

CAPTION: \_\_\_\_\_

TRIAL COUNSEL: \_\_\_\_\_

REPRESENTING: \_\_\_\_\_

LAW FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

DISCOVERY: COMPLETED \_\_\_\_\_  
Yes No

IF NOT, WHEN? \_\_\_\_\_  
Date

SETTLEMENT: \_\_\_\_\_

CONFERENCE BEFORE MAGISTRATE JUDGE REQUESTED \_\_\_\_\_  
Yes No

MEDIATION UNDER LOCAL CIVIL RULE 53.3 AND  
MEDIATION PROTOCOL REQUESTED \_\_\_\_\_  
Yes No

IF YES TO SETTLEMENT CONFERENCE OR MEDIATION, AFTER WHAT DATE? \_\_\_\_\_  
Date

READY FOR TRIAL \_\_\_\_\_  
Date

TIME TO PRESENT FOR YOUR CASE \_\_\_\_\_  
TIME FOR ENTIRE TRIAL \_\_\_\_\_

SPECIAL COMMENTS

DATE \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF COUNSEL

\_\_\_\_\_  
TYPED OR PRINTED NAME

This form should be faxed to Chambers at 215-580-2141 or Hand Delivered to Chambers, Room 12613, United States Courthouse, Philadelphia, Pennsylvania, at least two (2) days before the scheduled Preliminary Pretrial Conference.